

# U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>Staff Attorney, Motions Unit</b>
<b>SALARY:</b>	\$68,530 (CL 28/25)
<b>LOCATION:</b>	San Francisco, CA
<b>TERM:</b>	1 year, subject to annual renewal (up to 5 years maximum) based on workload, performance and available funding
<b>CLOSING DATE:</b>	Open until filled

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### POSITION SUMMARY

This position is located in the Motions Unit of the Office of Staff Attorneys in San Francisco. Staff attorneys report to the Chief Deputy Clerk/Senior Staff Attorney via a supervising staff attorney and provide substantive legal analysis, advice and assistance on appeals pending before the Court and on other court-related legal issues. Representative duties include:

- Review and analyze district court and agency records, parties' briefs, motions and all other documents in cases on appeal. Conduct in-depth legal research of all issues that form the basis for the recommended disposition of cases and motions; orally present recommended dispositions for judges' consideration.
- Prepare written memorandum and/or draft dispositions for submission to three-judge panels explaining the factual and legal bases for recommended disposition of appeals and motions
- Appear before three-judge panels and orally submit recommended disposition of ready appeals or motions.
- Analyze petitions for rehearing and suggestions for rehearing en banc, and recommend disposition to three-judge panels.
- Draft opinions and orders for judges' consideration.
- Process emergency and other time sensitive matters in expedited manner for presentation to judges.
- Prepare orders for own signature and/or for oral presentation to Appellate Commissioner.
- Respond to telephonic public inquiries and requests for information or assistance from judges or other court staff.
- Meet court standards for quality, quantity, and timeliness of case work.

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## **REQUIRED QUALIFICATIONS**

- Minimum of 2 years post-JD legal work experience
- Advanced knowledge of Federal Rules of Civil, Criminal and Appellate Procedure; prisoner civil rights, post-conviction proceedings, and federal practice areas generally
- Advanced ability to comprehend and apply a wide range of legal concepts, principles and practices
- Advanced ability to conceptualize complex legal problems and solutions and articulate them clearly, succinctly, and effectively, both orally and in writing
- Advanced ability to receive and apply instruction and to progress to a level of professional independence at which less supervision is required
- Advanced ability to use computer-assisted legal research services. Ability to use personal computer for word processing
- Advanced ability to self-manage workload, to work efficiently and effectively, to take increasing responsibility for work product, to be self-motivated, to respond quickly to expedited matters, to meet deadlines, and to accommodate demands for increased productivity
- U.S. citizen, or resident alien from a country that has a defense treaty with the United States

## **PREFERRED QUALIFICATIONS**

- Admission to practice before the highest court of any American state, commonwealth, territory, or possession
- Federal court experience
- Immigration or habeas experience

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## **BENEFITS**

- On-site gym and café
- 10 paid holidays per year
- 13 paid vacation days per year for less than three years of service; 20 days for 3-15 years
- 13 sick days accrued per year
- Federal retirement plan plus optional participation in Thrift Savings Plan (similar to a 401K)
- Optional participation: Choice of Federal health plans
- Optional participation: Federal Employees' Group Life Insurance
- Optional participation: Flexible Benefits Program (health and dependent care)
- Optional participation: Commuter Benefit Program
- Optional participation: Long-Term Care Insurance
- Optional participation: Private Long-Term Disability plan

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## **CONDITIONS OF EMPLOYMENT**

Employees must be U.S. citizens or eligible to work in the United States. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation. Direct deposit of pay required.

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## **APPLICATION INFORMATION**

Please submit your cover letter, resume and unofficial copy of transcripts to:

[HR@ca9.uscourts.gov](mailto:HR@ca9.uscourts.gov) and include job code **SAM-05** in the Subject line.

**The U.S. Court of Appeals is an Equal Opportunity Employer.**